

# Matt Capps

600 Park St.  
Hays, KS 67601

(785) 259-5555  
mkcapps@mail.fhsu.edu

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## EDUCATION

**Bachelor of Arts in Philosophy**, May 20xx  
Fort Hays State University, Hays, KS  
Graduated Summa Cum Laude

## QUALIFICATIONS

- Proficient with Microsoft Word, Excel, and PowerPoint; PC and Mac
- Bilingual in Spanish

## WORK EXPERIENCE

**Office/Sales Associate**, November 20xx - Present  
JC Penny's, Hays, KS

- Sales audit, data entry, supply ordering, and filing
- Oversee the presentation and sales of two departments
- Manage/authorize overrides, returns, and voids

**Youth Pastor**, June 20xx - August 20xx  
United Methodist Church, Hays, KS

- Organized and directed the VBS program and youth group activities
- Typed bulletins, newsletters, etc. and answered telephone
- Participated in the all board meetings as secretary

**Laborer**, Summers 20xx - 20xx  
Broce Construction Co, Elkhart, KS

- Directed traffic safely through road construction
- Participated in broad range of construction projects involving demolition, site maintenance and clean up

**Store Clerk/Maintenance**, Summer 2006  
Nusser Oil Co. Inc, Hays, KS

- Assisted in painting, cleaning, assembling, etc.
- Oversaw the upkeep and functioning of the convenience store
- Handled and recorded sales

## ACTIVITIES/ORGANIZATIONS

- Philosophy Club
- Sigma Phi Epsilon
- Fort Hays State Honor Society
- Student Government Association

# Jeremy Brady

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## EDUCATION

**Bachelor of Arts in Philosophy**, May 20xx  
Fort Hays State University, Hays, KS  
GPA: 3.71 on 4.0 scale

## QUALIFICATIONS

- Fluently speak French, Spanish, and English
- Proficient with Microsoft Word, Excel, and PowerPoint

## AWARDS/ORGANIZATIONS

- Dean's List
- Sigma Chi
- Alpha Kappa Psi
- Fort Hays State Honors College

## WORK EXPERIENCE

**Office Aide**, June 20xx - Present  
Kansas Pathology Consultants, Hays, Kansas

- Take vehicles in for service
- Perform computer work and other various clerical duties

**Staff Writer**, January 20xx - Present  
Hays Post, Hays, KS

- Write weekly stories over various subjects
- Interview witnesses and persons of interest for stories

**Customer Service Representative**, August 20xx - January 20xx  
Nex-Tech Wireless, Hays, KS

- Performed troubleshooting steps over the phone for customers
- Provided friendly and efficient customer service over phone, email, and in person

**Personal Assistant**, May 20xx - January 20xx  
Developmental Services of Northwest Kansas, Hays, KS

- Assisted mentally disabled residents with daily activities